



SUBMITTAL REQUIREMENTS FOR A ZONING CHANGE

- City of Hastings Project Application Form submitted via online portal
<https://cityofhastings.portal.iworq.net/HASTINGS/new-permit/601/1145>
 - Owner's Authorization if applicable <https://s3.amazonaws.com/iworq-upload/HASTINGS/5/8172441-Owner%20Form.pdf>

 - Written narrative describing the reason for the zoning change
 - Photos of the site in question
 - Map depicting the site for the zoning change. (A snippet of said lot in GIS is acceptable.
Link for GIS: <https://gis.adamscounty.org/map/landuse/>
- Instructions
- Under *Map Contents* (stack of papers icon next to binoculars) open the land use drop down box, and make sure “*Zoning*” is checked.
 - Under *Search* (the Binoculars icon), click the “By Value” tab
 - In the Search Layer drop box, select Address and then enter the address below.
 - Take a snippet of the site or a screenshot off the computer.
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- Exact legal description as stated on the Deed filed with the Adams County Registrar of Deeds for the property/properties included in the zoning change

 - \$550.00 fee for a Zoning Change
 - Checks made out to the City of Hastings
 - Credit Card either online or in person